

Navy Advancement Center

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Advancement Handbook for Aviation Storekeeper

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PREFACE

The purpose of the Advancement Handbook is to help you focus your preparation for Navywide advancement-in-rating examinations. The bibliographies (BIBs) together with this handbook form a comprehensive examination study package. Since this handbook provides skill and knowledge components for each paygrade of the AK rating, it helps you concentrate your study on those areas that may be tested. This feature will help you get the most out of your study time.

Each page in Parts 1 through 4 of this Advancement Handbook presents general skill areas, specific skill areas, the knowledge factors associated with each skill area, the pertinent references that address each skill, and the subject areas that may be covered on the examination. The skill statements describe the skills you are expected to perform for each paygrade. The skill statements are cumulative; that is, you are responsible for the skills for the paygrade you are competing for, your present paygrade, and all paygrades below.

Although this handbook is very comprehensive, it cannot cover all the tasks performed in the rating. As a result, the advancement examinations may contain questions more detailed than described in the “*Exam Expectations*” section of the skill areas.

Remember that advancement competition is keen, so your keys to advancement include not only comprehensive advancement examination study but also sustained superior performance.

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Part 1

Advancement Handbook for AK3

Advancement Handbook for AK3

General AK <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Make and verify Maintenance Action Form (MAF) entries
<i>Knowledge</i> you should have to perform this skill:	<p>You should be able recall how to read and insert information and codes into the following data blocks:</p> <ul style="list-style-type: none"> • (H-Z) Failed/Required Material • A08 through A19 • A22 through A39 • A48 through A60 • B08 through D17 • E08 through E52 • G08 through G48 • Local Use, Reference, Discrepancy, Corrective Action, Pilot/Initiator, MODEX, PRI, Turn-in Document, System/Reason and MCN
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • OPNAVINST 4790.2 (series), Volume I, Chapters 12 and 18 • OPNAVINST 4790.2 (series), Volume III, Chapter 6 • NALCOMIS Desk Top Users Guide
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	<p>You should know how to read and interpret the blocks of a MAF (automated and OPNAV Form 4790/60), including what publication you should refer to for correct code entries; who should insert data in each block; what data you should enter as a supply technician; and how to screen MAFs for completeness, including retrograde turn-in MAFs.</p>

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General AK Skill Area	Technical Administration
<i>A skill</i> you are expected to perform from the General Skill Area above:	Maintain stock records
<i>Knowledge</i> you should have to perform this skill:	<p>You should know how to:</p> <ul style="list-style-type: none"> • Update records • Verify records
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVSUP P485, Volume I, Chapters 3F, 4G, 5D, and 6D • <i>SUADPS-RT Support Procedures</i>, Volume II, <i>Logistics Management Subsystem</i>, Chapters 2 through 6
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	<p>Most SUADPS-RT tasks are accomplished by supply technicians with specific NECs, and as such, will not be tested. Only basic file use, maintenance, and upkeep will normally be tested, to include basic receipt processing, expenditures, and document identifiers.</p>

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General AK Skill Area	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Maintain registers, files, and logs
Knowledge you should have to perform this skill:	<p>You should recall how to establish and maintain:</p> <ul style="list-style-type: none"> • Organizational logs and files, to include: <ul style="list-style-type: none"> - Material control register - Retrograde turn-in log - Shipping file • Shipping and receiving files, to include: <ul style="list-style-type: none"> - Outstanding material file - Expenditure record log - Expenditure invoice file - Material outstanding file - Material completed file - Miscellaneous receipt file - Receipt in process file • SSC/ASD files, to include: <ul style="list-style-type: none"> - Exchange due file - IOU file - Work request log - Document suspense file - Induction return due file - EXREP file - Requisition status file • General administrative files, to include: <ul style="list-style-type: none"> - Naval correspondence files - Message files

<p><i>References you should study to gain the knowledge you need to perform this skill:</i></p>	<ul style="list-style-type: none"> • NAVSUP P-485, Volume I, Chapters: 3D; 4B, 5, and 8D, and Section III • OPNAVINST 4790.2 (series), Chapter 12 • SECNAVINST 5210.11 (series), <i>Standard Subject Identification Codes</i> • SECNAVINST 5215.1 (series), <i>Directive Issuance System</i> • SECNAVINST 5216.5 (series), <i>Correspondence Manual</i>
<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>You can expect to see questions on your exam regarding how various administrative files and logs are created and maintained, including both general administration and logistics administration. Questions could include the contents of logs and files, required entries, required sequencing, SSICs, and other pertinent information.</p>

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General AK Skill Area	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare and/or validate CCS management reports
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall how to:</p> <ul style="list-style-type: none"> • Generate, read, and validate CCS reports from automated information system databases (i.e. NALCOMIS) and/or manually, to include: <ul style="list-style-type: none"> - AWP reports: cannibalization candidate, repair parts status, overage component, and AWP summary - LRCA pool reports: repairable stock requisition status, and aviation inventory critical deficiency - DCU reports: DIFM, IOU, repairable item, and EXREP status • Cross-validate information provided on reports and listings from the supply organization to the maintenance activity.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NALCOMIS Desk Top Reference • NALCOMIS Users Manual • OPNAVINST 4790.2 (series), Volume I, Chapter 18
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect to see questions on your exam about basic report validation skills and what information each CCS report provides to you. This information includes matching NALCOMIS Phase II Conversation Codes to report names, who should generate the reports, and who should validate them.</p>

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General AK Skill Area	Technical Administration
<i>A skill</i> you are expected to perform from the General Skill Area above:	Identify material using publications, catalogs, and directives for supply data
<i>Knowledge</i> you should have to perform this skill:	<p>Recall how to use various resources to identify material for ordering, cataloging, researching, and storing, to include:</p> <ul style="list-style-type: none"> • FEDLOG • DOD 6050.5-L/LR • NAVSUP P-485 Vol II, P-600, P-2002, P2300, P2310, and P2330 • H4/H8 • NA-01-35QH • ARRs; IPBs; TBAs; APLs; AELs; WELs; SELs; and GSA catalog
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVSUP P485, Volume I, Chapter 2 • NAVSUP P485, Volume II • OPNAVINST 4790.2 (series), Volume I, Chapter 12, paragraph 12.3.14 • NAVAIRINST 4423.11 (series), <i>Assignment and Application of Uniform Source, Maintenance, and Recoverability Codes</i>

<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>Material identification is one of the basic building blocks for all other supply knowledge and will make-up a substantial part of your examination. You can expect to see exam questions written toward your knowledge of what publication to refer to when requiring particular information. You can also expect to see questions on codes and information applicable to all items of supply, to include:</p> <ul style="list-style-type: none"> • FSC identification • NIIN breakdown • SMICs and WSDCs • MCCs • SM&R codes • Allowance register applicability • Allowance Type (AT) codes • Classified material identification
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General AK Skill Area	Technical Administration/Logistics
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare, submit, track, expedite, follow-up, and complete MILSTRIP and non-standard requisitions
Knowledge you should have to perform this skill:	<p>Recall how to fill out various MILSTRIP requisitions and messages with correct and applicable information based on different items and circumstances, to include:</p> <ul style="list-style-type: none"> • Research MILSTRIP codes • Prepare, submit, and complete requisitions • Prepare, submit, and respond to follow-up • Respond to MOV requests • Modify existing requisitions • Cancel requisitions • Expedite hi-priority requisitions <p>In addition, you should know the basic policies and procedures for non-standard requisitioning. This includes procurement from commercial sources with documents and credit cards. You should know:</p> <ul style="list-style-type: none"> • Governing instructions • IMPAC credit card procedures, and dollar value limits • Blanket Purchase Agreement (BPA) policies • Documentation requirements and records retention

<p><i>References you should study to gain the knowledge you need to perform this skill:</i></p>	<ul style="list-style-type: none"> • NAVSUPINST 4400.70 (series), <i>Special Measurement Clothing and Footwear, Orthopedic Footwear, Guidons, Streamers, and Flags</i> • NAVSUPINST 4200.85 (series), <i>DON Simplified Acquisition Procedures</i> • NAVSUP P409 • NAVSUP P485, Volume I, Chapters 3A, 3C, and 3D, and Volume II
<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>Proper MILSTRIP actions is a basic building block of knowledge for the AK rating. As such, these subjects will make-up a significant portion of the E4 examination. You can expect to see questions on:</p> <ul style="list-style-type: none"> • Code placement within particular blocks of various DD and NAVSUP requisition forms • Proper use of various documents under different scenarios • 80 column format • Code definition • Reference material • MOV timeframes • Follow-up timeframes • UMMIPS • Document identifiers • Item manager codes • Advice codes • Status codes • MOS codes • MCCs • DAAS validation criteria • MILSTRIP message procedures • NORS, NMCS/PMCS, CASREP, and BROADARROW/TBOS expediting, policies, and procedures • IMPAC credit card dollar limits and policies • BPA terms, definitions, and policies • commercial procurement forms and files

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General AK Skill Area	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Maintain Technical Publication Library (TPL)/Dispersed Technical Publication Library (DTPL)
<i>Knowledge</i> you should have to perform this skill:	You should know how to maintain an accurate, current, and organized TPL/DTPL. You should be familiar with change notices and how to correctly receive, incorporate, and annotate the changes into existing publications. You should know how to make pen and ink changes to reference material and how to validate TPL/DTPL publications to ensure they are the most current version available. You should know how to prepare and submit Technical Publication Deficiency Reports (TPDR)
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVSUP P-485, Volume I, Chapter 2 • OPNAVINST 4790.2 (series), Volume I, Chapter 14.8.1 • OPNAVINST 4790.2 (series), Volume V, Chapter 10.9
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect to see questions on your exam regarding responsibilities and procedures for proper use and maintenance of publications and instructions. You may also see questions on change notices and TPDR format.

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General AK Skill Area	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare and/or validate SRS management reports
<i>Knowledge</i> you should have to perform this skill:	<p>Recall how to generate, sort, and validate various SRS management reports obtained through manual and automated means. You should know who is responsible for preparation of the report and what the timeframe requirements are for validation and return to the originating activity, to include:</p> <ul style="list-style-type: none"> • NMCS/PMCS • LSC-INPRO • LSC-ISSIP • DTO-ROB • Outstanding material requirement
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NALCOMIS Desk Top Guide • NALCOMIS Users Manual • OPNAVINST 4790.2 (series), Volume I, Chapters 12 and 18
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You may see a very limited number of exam questions in this area. Most questions will deal with who can validate/verify reports and timeframes for submission and return.

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General AK Skill Area	Security
A <i>skill</i> you are expected to perform from the General Skill Area above:	Maintain control and accountability of sensitive material
<i>Knowledge</i> you should have to perform this skill:	<p>Recall how to identify, process, and properly secure sensitive items, to include knowledge of:</p> <ul style="list-style-type: none"> • Sensitive material storage criteria • Security requirements and access control • Control documentation • Inventory requirements • Shipment criteria and restrictions • Receipt processing • Governing instructions
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVSUP P-485, Volume I, Chapter 4D Section 1; Chapter 5A, Section II, Subsection 4; Chapter 6A, Section III; and Chapters 7 and 8 • OPNAVINST 5510.1(series), <i>DOD Information Security Program Regulation</i>, Chapters 14 and 15
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect to see examination questions written about pilferable and classified material accountability and control, to include:</p> <ul style="list-style-type: none"> • Authorized modes of shipment • Restrictions and controls • Classified material control forms, their names, and/or form numbers • Inventory frequency • Responsibilities • Markings

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General AK Skill Area	Security
<i>A skill</i> you are expected to perform from the General Skill Area above:	Maintain security of supply department spaces using correct key control procedures
<i>Knowledge</i> you should have to perform this skill:	<p>Recall the security requirements of supply department offices, work areas, warehouses, and storerooms, to include:</p> <ul style="list-style-type: none"> • Supply department space groupings • Key locker access and control • Storeroom material condition inspections • Types and locations of storerooms • Combination padlock policy • Master/grandmaster key control
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-485, Volume I, Chapters 1B, Sections I through III; 4D; and 4E, Sections III and V
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect to see questions on your examination written toward space groupings, key control, security and material readiness inspections of spaces, padlock combination control, and accountable space access and restrictions.

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General AK Skill Area	Customer Service
A <i>skill</i> you are expected to perform from the General Skill Area above:	Provide sound and courteous customer service
<i>Knowledge</i> you should have to perform this skill:	Recall the correct procedures for handling customers and meeting their needs; be familiar with how to properly man contact points; and how to satisfactorily deal with customers both on the phone and face to face.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTA 12654, <i>Aviation Storekeeper 3 RTM</i>, Chapter 2 • NAVEDTRA 12972, <i>Navy Customer Service Manual</i>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	This subject area will have very little coverage on your rating examination. You may see questions on correctly resolving conflict, providing reasonable alternatives, phone etiquette, and teamwork.

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General AK Skill Area	Financial Control
A <i>skill</i> you are expected to perform from the General Skill Area above:	Receive and process financial listings from the DAO
<i>Knowledge</i> you should have to perform this skill:	<p>You should be able to:</p> <ul style="list-style-type: none"> Recall how to process and validate UOL and SFOEDL listings produced by the DAO Recall the publications to refer to for processing instructions, challenge codes, timeframes for return, and correct listing annotations.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> NAVSUP P485, Volume I, Chapter 9D NAVSO P3013-2, Chapter 4
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	<p>There are various releases of accounting programs and procedures in use across the navy. Differences in accounting systems between reserve, PACFLT, and LANTFLT units preclude any in depth financial procedure questions on the exam. You can expect only very generalized questions, to include:</p> <ul style="list-style-type: none"> Required processing timeframes from receipt of listing to its return Challenge codes Frequency and duration of report production for current and past fiscal years Record retention requirements

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General AK Skill Area	Financial Control
<i>A skill</i> you are expected to perform from the General Skill Area above:	Maintain operating target (OPTAR) financial logs and files and prepare OPTAR related reports
<i>Knowledge</i> you should have to perform this skill:	<p>Recall how to maintain manual and automated OPTAR logs, to include filling-out various forms, annotating logs, and transcribing data, to include:</p> <ul style="list-style-type: none"> • For the NAVCOMPT Form 2155, enter and maintain data, close-out and rule, enter financial listing data and adjustments, and draw transmittal data from the form • For the NAVCOMPT Form 2156, complete and transmit the form, maintain history files, and annotate the form with returned listing data • Maintain holding files and related files • Prepare the Budget OPTAR Report with data transcribed from the OPTAR log
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVSUP P485, Volume I, Chapter 9F, Section III • NAVSO P3013-2, Chapter 4 • OPNAVINST 4790.2 (series), Volume I, Chapter 12.3.7

<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>There are various releases of different programs and accounting procedures in use across the navy. Differences in accounting systems between reserve, PACFLT, and LANTFLT units preclude any in depth financial procedure questions on rating exams. You can expect very generalized questions on your exam. Questions could include:</p> <ul style="list-style-type: none"> • Timeframes for submission of transmittals and BORs • Formats and ruling out of the OPTAR log • Life cycle and reporting requirements of prior and current year OPTARs • Form name to number • BOR data block recognition • Holding file contents, sequencing, and retention requirements
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General AK Skill Area	Logistics
A <i>skill</i> you are expected to perform from the General Skill Area above:	Perform physical inventories
<p><i>Knowledge</i> you should have to perform this skill:</p>	<ul style="list-style-type: none"> • Recall how to prepare for and perform physical inventories, to include: <ul style="list-style-type: none"> - Bulkhead to bulkhead - Specific commodity - Special material - Spot - Velocity - Random - LAPs • Recall the following inventory related information, to include: <ul style="list-style-type: none"> - Definitions for each type of inventory - The conditions under which each type of inventory is required - Sampling size requirements - Accuracy rate requirements - Selection criteria for the items to be inventoried - Scheduled inventory requirements - Nonscheduled inventory requirements - Special material inventory requirements - Count procedures - How to inventory and account for supply system and supply officer assets and material that is not in the physical custody of the supply officer
<p><i>References</i> you should study to gain the knowledge you need to perform this skill:</p>	<ul style="list-style-type: none"> • NAVSUP P485, Volume I, Chapter 6 • NAVSUPINST 4440.115 (series), <i>Physical Inventory Program</i>

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General AK Skill Area	Logistics
A <i>skill</i> you are expected to perform from the General Skill Area above:	Participate in the loading, offloading, and stowing of ships stores, material, and equipment
<p><i>Knowledge</i> you should have to perform this skill:</p>	<p>The onloading and offloading of stores performed by ships is an all hands evolution for supply department personnel. This is especially true for your rating and has significant impact and all facets of your daily routine. You should know how to:</p> <ul style="list-style-type: none"> • Identify and use the proper material handling equipment including installed shipboard handling equipment • Identify various types of pallets, nets, hooks, legs and pennants, cradles, reusable containers, and fiberboard boxes • Load pallets, triwalls, and cradles • Secure material to pallets and cradles • Use various load stabilizing dunnage, wedges, blocks, and packaging • Identify general safety requirements when working in the vicinity of material handling equipment, especially forklifts and cranes • Define and execute basic segregation and striking concepts • Define and execute basic VERTREP, UNREP, and CONREP terminology and concepts • Properly stow general stores and special commodity items afloat and ashore • Efficiently move large quantities of stores
<p><i>References</i> you should study to gain the knowledge you need to perform this skill:</p>	<ul style="list-style-type: none"> • DOD 4145.19-R-1, <i>Storage and Material Handling</i> • NAVSUP P-484 • NAVSUP P-485, Volume I, Chapters 4A;

	<p>4C, Section V; 4E; 5A, Sections I and II; 5B; and 5D, Sections II and III</p> <ul style="list-style-type: none"> • NAVSUP P-503, <i>Packaging of Material, Packing (Volume II)</i> • NAVSUP P-504, <i>Preparation of Freight for Airlift Transportation</i> • NAVSUP P-529, <i>Warehouse Modernization and Layout Planning Guide</i> • NAVSUP P-538, <i>Material Handling Equipment Maintenance Manual</i> • NWP 4-01.4, <i>Underway Replenishment</i> • OPNAVINST 5100.19 (series), <i>Navy Occupational Safety and Health (NAVOSH) Program Manual for Forces Afloat</i>, Chapters C2 and C3
<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>On your rating exam, you can expect to see heightened focus on the following areas and questions about identifying and/or defining:</p> <ul style="list-style-type: none"> • MHE requirements for movement of particular stores • MHE safety • Traffic patterns during onloads/offloads • Common MHE, pallets, nets, slings, etc., by size, shape, color coding, and capacity • Space, stacking, and clearance requirements in warehouses and storerooms • Documentation requirements • Storage layout • Warehouse location numbering system • Storage utilization and compatibility • VERTREP/UNREP operations, equipment, policy, and procedures

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General AK Skill Area	Logistics
A <i>skill</i> you are expected to perform from the General Skill Area above:	Package and ship material
<p><i>Knowledge</i> you should have to perform this skill:</p>	<p>Preparation and shipment of material occurs on a daily basis in the AK rate. You should know basic navy and military transportation systems and the requirements to properly and safely transport materials, parts, and supplies from point A to point B in the most expeditious fashion. Specifically, you should know how to:</p> <ul style="list-style-type: none"> • Check parts and material with accompanying paperwork for accuracy and completeness • Select the correct shipping container for items • Identify items that require specific shipping containers • Multipack items • Assign TCNs and lead TCNs • Identify various types of packing, dunnage, supports, stays, wedges, sleeves, crates, drums, and their application • Pack parts and material to prevent damage to them as well as to adjacent personnel and transportation equipment • Label and mark shipping containers • Recall restrictions for size, weight, and content of items for the various types of shipments • Identify and fill-out various shipping documents • Refer to the correct publications for packaging and shipping guidance

<p><i>References you should study to gain the knowledge you need to perform this skill:</i></p>	<ul style="list-style-type: none"> • DOD 4145.19-R-1, <i>Storage and Material Handling</i>, Chapters I and VI • DOD 4500.32-R, MILSTAMP • NAVSUP P-442, <i>Instructional Guide for Basic Military Preservation and Packaging</i> • NAVSUP P-484 • NAVSUP P-485, Volume I, Chapter 5A, Section II, Subsections 4 and 7 • NAVSUP P-502, <i>Packaging of Material, Preservation</i> (Volume I) • NAVSUP P-503, <i>Packaging of Material, Packing</i> (Volume II) • NAVSUP P-504, <i>Preparation of Freight for Airlift Transportation</i> • NWP 4-01.4, <i>Underway Replenishment</i> • MIL-HDBK-129, <i>Military Marking</i> • MIL-STD-129N, <i>Standard Practice for Military Marking</i> • NAVSUPINST 4440.157, <i>MTIS Manual</i>
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General AK Skill Area	Logistics
A <i>skill</i> you are expected to perform from the General Skill Area above:	Perform receiving and receipt control functions
<p><i>Knowledge</i> you should have to perform this skill:</p>	<p>You should have a general knowledge of receiving, receipt control, and receipt processing, to include:</p> <ul style="list-style-type: none"> • Inspecting, verifying, and processing incoming material • Using scanner programs and equipment (i.e., IBS) • Identifying various types of receipts • Posting receipts • The disposition of incoming material • Maintaining receipt control files • Determining when a shipment is considered complete • Processing material received without paperwork • Reporting and resolving material discrepancies • Preparing and submitting documentation under the Material Receipt Acknowledgement (MRA) program

<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>You can expect to see general questions on receiving operations and receipt control that focus primarily on reference material and overall policy and procedures. You can also expect to see questions on:</p> <ul style="list-style-type: none"> • Receipt document names, numbers, and identification • Correct annotation of receipt documentation • Scanner functions and procedures • Requirements for the inspection and verification of material received from various sources • Receipt control file maintenance • MRA program • Quality Deficiency Reporting Program (EI, CAT I and II QDR, ROD, etc.) • Timeframes for deficient material reporting • Material receipted without paperwork • Determination of shipment completion
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General AK Skill Area	Logistics
A <i>skill</i> you are expected to perform from the General Skill Area above:	Expend and issue material
<p><i>Knowledge</i> you should have to perform this skill:</p>	<p>You should recall:</p> <ul style="list-style-type: none"> • How to process requests for material from customers, expend the material from supply officer records, and issue the material • How to use various automated and manual products and procedures to effect the expeditious release of material to customers • The various screens and listings available to check stock availability both locally and system wide, to include: <ul style="list-style-type: none"> - Processing warehouse refusals - Preparing documentation for transfer to other supply officers (OSOs) and forces afloat - Annotating issue/release documents with correct data - Receiving valid proof of issue - Processing customer refusals - Forwarding requisitions for material not available locally into the supply system - Preparing Financial Liability Investigation of Property Loss (FLIPL), DD Form 200 - Preparing Missing, Lost, Stolen, Recovered (MLSR) reports
<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>You can expect to see questions on your exam testing your knowledge on common issuing and expenditure policies and procedures. Questions will include survey and MLSR procedures, warehouse and customer refusals, referrals of material requests into the supply</p>

	<p>system, as well as identification of issue and release documents. You will also see questions dealing with:</p> <ul style="list-style-type: none">• Proper document annotation• Discrepancy resolution• Procedures and documents used to transfer material between navy and non-navy activities afloat and ashore
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General AK Skill Area	Logistics
A <i>skill</i> you are expected to perform from the General Skill Area above:	Maintain controlled equipage, plant account, and minor property records
Knowledge you should have to perform this skill:	<p>You should know how to maintain general records, files, and listings associated with the controlled equipage program and plant/minor property, to include:</p> <ul style="list-style-type: none"> • General guidance and governing instructions • Procurement policies and procedures • Receipt and custody procedures • Inventory requirements • Determining what property is classified into each specific group • Definition of terms • Forms and listings • Signature requirements
References you should study to gain the knowledge you need to perform this skill:	NAVSUP P-485, Volume I, Chapter 8A
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect to see limited coverage on this subject on your exam. Questions may include:</p> <ul style="list-style-type: none"> • Inventory frequency and timeframes • Forms identification • Accountable officer signature requirements and responsibilities • Terms • Identification of what constitutes controlled equipage

Advancement Handbook for AK3

General AK Skill Area	Logistics
A <i>skill</i> you are expected to perform from the General Skill Area above:	Maintain aircraft flight packets
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall:</p> <ul style="list-style-type: none"> • The basic program policies and procedures for the set-up and maintenance of flight packets • The required contents of the flight packet and how to fill out the pre-typed documents inside the packet • How many flight packets are required given the number of aircraft assigned • Inventory and security requirements • How to process and replace documents that have been used in the flight packet during RONS of squadron aircraft
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVSUP P-485, Volume I, Chapter 3B, Section V, Subsection II • OPNAVINST 4790.2 (series), Chapter 12.3.7
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect to see a variety of flight packet questions on your exam, to include:</p> <ul style="list-style-type: none"> • Issue and control frequency • SF-44 data block entry requirements, processing, and security • DD Form 1348 (6pt) data block entry requirements and form processing • Flight packets contents • Program policy

Advancement Handbook for AK3

General AK Skill Area	Logistics
A <i>skill</i> you are expected to perform from the General Skill Area above:	Inventory aircraft and maintain aircraft inventory records (AIRs)
<i>Knowledge</i> you should have to perform this skill:	<p>You should know how to conduct an aircraft inventory using representatives from the aircraft, Av/Arm, and line divisions. Working in unison with Maintenance Admin representatives, you should know/know how to:</p> <ul style="list-style-type: none"> • Verify all required equipment and serial numbers • Make appropriate data entries on the OPNAV Form 4790/111 • Prepare OPNAV Form 4790/104 • Prepare OPNAV Form 4790/112 • Prepare a new AIR when an OPNAV Form 4790/111 inventory sheet is full • Program policies, procedures, and governing instructions • Form names and numbers • Define work related terms
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVSUP P-485, Volume I, Chapter 5B • OPNAVINST 4790.2 (series), Volume I, Chapter 12.3.12
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect to see questions on:</p> <ul style="list-style-type: none"> • Form identification • Correct data entry and annotation • Documentation format • Discrepancy reporting timeframes • Administrative responsibilities

Advancement Handbook for AK3

General AK Skill Area	Logistics
A <i>skill</i> you are expected to perform from the General Skill Area above:	Maintain the hazardous material program and/or storeroom
<p><i>Knowledge</i> you should have to perform this skill:</p>	<p>Although the HAZMAT Control Technician is an NEC driven billet, by the nature of your rating AK's are exposed daily to various HAZMAT issues. As such, you should have a thorough knowledge of basic HAZMAT compatibilities, storage requirements, safety considerations, technical data research, and issue and control procedures. Specifically, you should be able to:</p> <ul style="list-style-type: none"> • Retrieve and interpret MSDS data • Access data contained in the HMUG and SHML on the HMC&M CD-ROM • Recall safe handling procedures • Recall storeroom locations for various types of HAZMAT • Recall storage and temperature restrictions for flammables, combustibles, corrosives, acids, oxidizers, alcohol, acetylene, oxygen, chlorine, and compressed gas cylinders • Define work related terms

<p><i>References you should study to gain the knowledge you need to perform this skill:</i></p>	<ul style="list-style-type: none"> • DOD 6050.5-L/LR, <i>Hazardous Material Information System (HMIS)</i> • NAVSUPINST 4030.55 (series), <i>Packaging of Hazardous Material</i> • NAVSUPINST 4440.128 (series), <i>Storage and Handling of Compressed Gasses and Liquids in Cylinders, and of Cylinders</i> • NAVSUP P-485, Volume I, Chapter 8C • OPNAVINST 5100.19 (series), <i>Navy Occupational Safety and Health (NAVOSH) Program Manual for Forces Afloat</i>, Chapters B3, C23, and C24
<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>There is a heightened focus on this area on your exam. You can expect to see a wide range of questions dealing with identification, safety, and precautions. Specifically, you will see questions that deal with:</p> <ul style="list-style-type: none"> • Temperature limitations for storage • Definitions of groups of HAZMAT • Fire suppression for HAZMAT spaces • Material stowage compatibility • Compressed gas cylinder identification and storage • Safety equipment when handling various common HAZMAT • HAZMIN center operations, policies, and procedures

Advancement Handbook for AK3

General AK Skill Area	Logistics
A <i>skill</i> you are expected to perform from the General Skill Area above:	Maintain shelf life program
<i>Knowledge</i> you should have to perform this skill:	<p>The Shelf Life Program is critical in ensuring Ready For Issue (RFI) deteriorative items are available for issue. You should know how to:</p> <ul style="list-style-type: none"> • Maintain shelf life items • Perform inventories • Purge expired material and transfer to DRMO • Explain the difference between Type I and Type II shelf life items • Extend Type II shelf life items • Define shelf life action codes • Define shelf life codes • Read shelf life markings
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • DOD 4140.27-M, <i>Shelf Life Item Management Manual</i> • NAVSUP P-485, Volume I, Chapter 4E, Section IV and Volume II, Appendixes 9R and 9S • NAVSUP P-485, Volume II, Appendix 9R & 9S
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect to see questions on shelf life written toward code definitions, extension procedures, packaging and preservation, and program policy and procedures.

Advancement Handbook for AK3

General AK Skill Area	Logistics
A <i>skill</i> you are expected to perform from the General Skill Area above:	Maintain Pre-expended Bins (PRE-EX)
<i>Knowledge</i> you should have to perform this skill:	You should know the basic principals and policies regarding the stockage and use of the PRE-EX. You should know dollar value restrictions, stockage limits, and allowed exceptions.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVSUP P-485, Volume I, Chapter 6B, section I & III • OPNAVINST 4790.2(series), Volume I, Chapters 15.9 & 18.8.5
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	Questions on your exam regarding this subject will include dollar value limits, functions and responsibilities, and quantity restrictions.

Part 2

Advancement Handbook for AK2

Advancement Handbook for AK2

General AK Skill Area	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Maintain AVCAL
<i>Knowledge</i> you should have to perform this skill:	<p>You should be able to recall the following AVCAL related areas:</p> <ul style="list-style-type: none"> • Pre-AVCAL and AVCAL conference goals and agenda • Maintenance Data System report definition and format • Turn Around Time (TAT) formulas • RBS concepts • Tailoring objectives • Allowance Change Request (ACR) forms, policies and procedures • AVCAL/re-AVCAL timeframes • Items excluded from AVCAL management
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • ARR-100, <i>ASO Allowance Requirement Registers</i>, Page III-VI • FASOINST 4440.15, <i>Operational Support Inventory (OSI for Ships Utilizing the Aviation Consolidated Allowance List (AVCAL) Process</i> • NAVSUPINST 4442.14, <i>Readiness Based Sparing (RBS)</i> • NAVSUP P-485, Volume I, Chapter 2C, Section III • OPNAVINST 4790.2, Volume I, Chapter 18.9.2 • OPNAVINST 4790.2, Volume III, Chapter 3.5

<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>You can expect to see questions on your exam about the basic concepts and policies that govern the AVCAL process and procedures; how the AVCAL is produced; the individual command responsibilities, tailoring, Readiness Based Spares (RBS) concept, exclusions from the AVCAL, and when AVCALs & Re-AVCALs are performed; how asset allowances are established and what data sources are used to support allowance quantities.</p>
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Advancement Handbook for AK2

General AK Skill Area	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Review SRS Management Reports
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall:</p> <ul style="list-style-type: none"> • How to review various SRS management reports prepared and validated by subordinates • How to verify reports for technical accuracy and factual content • How to recognize and correct overage status and invalid data • How to obtain supply readiness and issue effectiveness statistics for upline reporting. • How to draw data from various reports for AMRR inputs • How to process daily document counts, balance requisition tracking ledgers, and close-out INPRO and ISSIP Reports
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NALCOMIS Desk Top Guide • NALCOMIS Users Manual • OPNAVINST 4790.2, Volume I, Chapters 12 and 18
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	Exam questions on this subject matter will be limited. Questions could include pulse-point analysis, report format, and report content.

Advancement Handbook for AK2

General AK Skill Area	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Verify CCS management reports
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall:</p> <ul style="list-style-type: none"> • How to verify CCS management reports processed by your subordinates • How to verify annotated data for correctness and ensure printed data is current, accurate, and factual • How to review and verify the following reports: <ul style="list-style-type: none"> - AWP Reports: Cannibalization Candidate, Repair Parts Status, Overage Component, and AWP Summary - LRCA Pool Reports: Repairable Stock Requisition Status and Aviation Inventory Critical Deficiency - DCU Reports: DIFM, IOU, Repairable Item, and EXREP Status
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NALCOMIS Desk Top Reference • NALCOMIS Users Manual • OPNAVINST 4790.2, Volume I, Chapter 18

<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>You can expect to see questions on your exam about basic report verification knowledge. Questions could include examples of data requiring you to identify erroneous entries. You can also expect questions on why reports are generated, the frequency and timeframe requirements, and what information each CCS report provides to you, to include matching NALCOMIS Phase II Conversation Codes to report names and identifying who should generate and who should validate the reports.</p>
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Advancement Handbook for AK2

General AK Skill Area	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare Correspondence and maintain administrative files
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall:</p> <ul style="list-style-type: none"> • How to prepare formal and informal correspondence, including: <ul style="list-style-type: none"> - Standard letters - Memorandums - Business letters - Naval messages • How to maintain files and records, to include file setup, maintenance, and records retention • Correct routing, marking, and signature requirements on various types of correspondence
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NTP-3(J), <i>Telecommunications Users Manual</i> • SECNAVINST 5210.11, <i>Standard Subject Identification Codes</i> • SECNAVINST 5212.5, <i>Records Disposition Manual</i> • SECNAVINST 5215.1 <i>Directive Issuance System</i> • SECNAVINST 5216.5, <i>Correspondence Manual</i>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	Questions on your exam will include correspondence format; Date Time Groups (DTG); SSIC's; and records retention and disposition.

Advancement Handbook for AK2

General AK Skill Area	Financial Control
A <i>skill</i> you are expected to perform from the General Skill Area above:	Verify processed financial listings from the DAO
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall:</p> <ul style="list-style-type: none"> • How to process and verify UOL and SFOEDL listings validated by your subordinates prior to returning them to the DAO • How to read annotated listings to ensure each contains correct, accurate, and factual data
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVSUP P485, Volume I, Chapter 9D • NAVSO P3013-2, Chapter 4
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	<p>Currently, there are various releases of different programs and accounting procedures in use across the Navy. Differences in accounting systems between reserve, PACFLT and LANTFLT units preclude any in depth financial procedure questions on rating exams. You can expect only very generalized questions on your exam, to include:</p> <ul style="list-style-type: none"> • Correct annotation of UOLs and SFOEDLs • Required processing timeframes from receipt of listing to its return • Challenge Codes • Frequency and duration of report production for current and past fiscal years • Record retention requirements

Advancement Handbook for AK2

General AK Skill Area	Financial Control
A <i>skill</i> you are expected to perform from the General Skill Area above:	Review Operating Target (OPTAR) financial logs & files and prepare OPTAR related reports processed by subordinates
<i>Knowledge</i> you should have to perform this skill:	<p>You should know how to</p> <ul style="list-style-type: none"> • Review manual and automated OPTAR logs for accuracy and validity • Review various forms, logs, and files to ensure factual and accurate data is contained, to include: <ul style="list-style-type: none"> - NAVCOMPT Form 2155* - Financially Outstanding Fuel File (FOFF) - NAVCOMPT Form 2156* - Holding Files 1, 2, and 3 - BOR message format (*) or automated equivalent
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVSUP P485, Volume I, Chapter 9F, Section III • NAVSO P3013-2, Chapter 4 • OPNAVINST 4790.2, Volume I, Chapter 12.3.7

<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>Currently, there are various releases of different programs and accounting procedures in use across the navy. Differences in accounting systems between reserve, PACFLT and LANTFLT units preclude any in depth financial procedure questions on rating exams. You can expect only very generalized questions on your exam, to include:</p> <ul style="list-style-type: none"> • Timeframes for submission of transmittals and BORs • Formats and ruling out of the OPTAR log • Life cycle and reporting requirements of prior and current year OPTARs • Form name to number • BOR data block recognition • Holding file contents, sequencing, and retention requirements
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Advancement Handbook for AK2

General AK Skill Area	Logistics
A <i>skill</i> you are expected to perform from the General Skill Area above:	Review Uniform Material Movement and Issue Priority System (UMMIPS) reports
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall how to review, annotate, and forward UMMIPS reports, to include:</p> <ul style="list-style-type: none"> • Hi limit percentages for issue groups I, II, and III requisitions • Governing instructions • Exceptions and waivers • What commands possess Force Activity Designator (FAD) assignment authority • Timeframes and operational situations that effect FAD upgrades and downgrades • FAD and Urgency of Need Designator (UND) definitions and priority codes
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVSUP P-409, Page 30 • NAVSUP P-485, Volume I, Chapter 3A, Section III • OPNAVINST 4614.1, <i>Uniform Material Movement and Issue Priority System (UMMIPS)</i>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect to see questions on your exam dealing with:</p> <ul style="list-style-type: none"> • Matching Priority Codes to FADs/UNDs • Governing instruction identification • Records retention • Authorized percentages for requisitions • Reviewing requirements for UMMIPS reports • FAD and UND assignment criteria

Advancement Handbook for AK2

General AK Skill Area	Logistics
A <i>skill</i> you are expected to perform from the General Skill Area above:	Maintain plant account, minor property, and controlled equipage records
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall how to maintain general records, files, and listings associated with plant account, minor property, and controlled equipage, to include:</p> <ul style="list-style-type: none"> • General guidance and governing instructions • Procurement policies and procedures • Receipt and custody procedures • Inventory requirements • Determining what property is classified into each specific group • Definition of terms • Forms and listings • Signature requirements
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-485, Volume I, Chapter 8A
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect to see limited coverage on this subject on your exam. Questions could include:</p> <ul style="list-style-type: none"> • Inventory frequency and timeframes • Forms identification • Accountable officer signature requirements and responsibilities • Terms • Identification of what constitutes plant account, minor property, and controlled equipage

Advancement Handbook for AK2

General AK Skill Area	Technical Administration/Logistics
A <i>skill</i> you are expected to perform from the General Skill Area above:	Expedite hi-priority MILSTRIP and non-standard requisitions
<i>Knowledge</i> you should have to perform this skill:	<p>Your ability to successfully accomplish requisition expediting comes from practice as well as trial and error. You should recall:</p> <ul style="list-style-type: none"> • How to contact representatives from various upper echelon commanders, inventory control points, item managers, repair facilities, and civilian sources to ensure your requisition receives the required action to satisfy the demand as quickly as possible • During all facets of expediting, how to keep your local customer and chain of command informed of requisition status through listings, briefing charts, and updates • How to properly annotate documents with correct coding to notify the supply system of the critical nature of your requirement. Specifically, for any particular high-priority requirement that is not immediately available through the supply system, you should know:

	<ul style="list-style-type: none"> - What item manager controls the item - What the item manager is doing to fill your requisition - What cross-deck options/TYCOM intervention is available - What company(s) make(s) the item - Whether civilian sources are available - If the item is available through DRMO - How many requisitions are in the supply system for "like" items, and where your requisition falls in the "pecking order" • Additionally, for repairable items, you should know: <ul style="list-style-type: none"> - What activity(s) repairs/overhauls the item (repairable assets) - The number of items available for repair - The repair rate - If there are any production problems or shortfalls directly affecting repair rate - What, if anything, you can do to help with bit-piece part/production problems • After material becomes available to fill your high-priority requirement, you should recall <ul style="list-style-type: none"> - How to expedite the material through civilian carriers and/or the Defense Transportation System - How to expedite material from the point of issue to the end-user through overnight express delivery or to the applicable POE for OUTUS activities. Specifically, you should recall: <ul style="list-style-type: none"> ▪ How to secure advanced air clearance authority through NAVTRANS for bulky or heavy items ▪ How to qualify critical shipments for Greensheet, courier, or special handling ▪ How to request expedited handling through AMC ▪ How to respond to air shipment challenges ▪ How to research AMC schedules for available airlifts
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<p><i>References</i> you should study to gain the knowledge you need to perform this skill:</p>	<ul style="list-style-type: none"> • NAVSUP P409 • NAVSUP P485, Volume I, Chapters 3A, 3C, 3D, and 7C • NAVSUP P485, Volume II
<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>Proper expediting is essential to maintain operational readiness of deployed forces. Therefore, you can expect to see increased focus on the expediting and handling of NMCS/PMCS, CASREP, and BROADARROW/TBOS requirements. Questions could include:</p> <ul style="list-style-type: none"> • DD Form 1384, TCMD, preparation for high-priority shipments • Air shipment procedures, policies, and concepts • Proper coding of requisitions • Code definitions • Reference material • Follow-up timeframes for Issue Group I • Status codes • MOS codes • Type of hold codes • High-priority requisition passing procedures

Advancement Handbook for AK2

General AK Skill Area	Logistics
A <i>skill</i> you are expected to perform from the General Skill Area above:	Maintain squadron AMMRL program
<p><i>Knowledge</i> you should have to perform this skill:</p>	<p>You should know how to use manual and automated procedures to effectively maintain an "O" level AMMRL program. You should recall:</p> <ul style="list-style-type: none"> • The administrative chain of command for the AMMRL program • The governing instructions for the AMMRL program • The objectives and policies of the AMMRL program • The definition of terms • The definition of custody codes • The definition of transaction codes • How to properly complete and forward forms and reports • How to read the IMRL • How to identify the 5 sections of the IMRL and the content of each • How to process cumulative supplements • When inventories are required • How to perform required inventories • How to maintain automated or manual custody cards • How to operate LAMS • How to requisition, ship and dispose of, and transfer and receive IMRL items • How to coordinate planned maintenance on IMRL items • How to submit broken/damaged IMRL items for repair • How to survey IMRL items

Advancement Handbook for AK2

General AK Skill Area	Logistics
A <i>skill</i> you are expected to perform from the General Skill Area above:	Maintain the "O" level Metrology and Calibration (METCAL) program
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall information about the METCAL program, to include:</p> <ul style="list-style-type: none"> • Accounting for and maintaining METCAL items contained in a squadrons IMRL and being familiar with the governing instructions and policies • Reading and interpreting various reports and listings including the Format 350 report • Tracking calibration requirements on material • Turning in material for calibration and receiving it back from the calibration activity • The procedures for recalibrating unscheduled calibration requirements when material fails calibration, becomes damaged, or the calibration markings are voided
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVAIRINST 13640.1, <i>Naval Aviation Metrology and Calibration Program</i> • OPNAVINST 4790.2, Volume V, Chapter 19
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect to see a limited number of METCAL questions on your exam. Most questions will be very basic and deal with terminology and the Format 350 report.

Advancement Handbook for AK2

General AK Skill Area	Logistics
A <i>skill</i> you are expected to perform from the General Skill Area above:	Maintain the Tool Control Program (TCP)
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall information about the TCP, to include:</p> <ul style="list-style-type: none"> • The basic concepts, policies, procedures, and responsibilities for the NAVAIR TCP • How to order, stock, replace, and mark tools contained in your TCP • The worn, broken, missing tool report and its routing • Basic tool container marking requirements, tool tag requirements, FOD prevention concepts, and the "instant inventory" capability • How to properly dispose of worn and broken tools • How to maintain a stockage of spare, replacement hand tools • Special tools • Deviation request processing
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVAIR 17, <i>Tool Control Manual</i> • OPNAVINST 4790.2, Volume 5, Chapter 13
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect to see a limited number of questions that deal with the TCP. Topics could include program policy, tool and tool container markings, inventory requirements, reference identification, and deviation requests. You may also see questions on worn tool disposal, FOD control, tool tag control, and missing tool procedures.</p>

Advancement Handbook for AK2

General AK Skill Area	Logistics
A <i>skill</i> you are expected to perform from the General Skill Area above:	Perform Repairable Management Procedures
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall how to:</p> <ul style="list-style-type: none"> • Process Depot Level Repairables (DLRs) and Field Level Repairables (FLRs) through the local supply system • Initiate corrective action for Not Ready For Issue(NRFI) material and process through the local repair cycle • Process material in and out of the local intermediate maintenance activity (IMA) • Initiate customer service work request for depot level repair, fabrication, assembly, or manufacturing • Initiate match set paperwork through local IMA • Initiate test & check requests • Identify sub-custody supply officer assets as flight deck/flightline spares • Manage Ready For Use (RFU) program for items such as batteries, LOX converters, and mission computers with aircraft specific software loads • Maintain material with SRC cards and EHR cards

	<ul style="list-style-type: none"> • Replenish DLRs • Perform carcass tracking functions • Process DLRs to ATAC • Process EI/QDR material • Inventory repairables • Maintain LRCA rotatable pool • Recommend LRCA candidates • Perform AWP functions • Perform DCU functions • Perform SSU functions • Supervise the correct packing and packaging of DLRs • Maintain protection of ESD sensitive items • Request delayed turn-ins for items not listed on the CRIPL • Process DLRs covered under the Interim Support Allowance List (ISAL) • Process MTIS DLRs
<p><i>References you should study to gain the knowledge you need to perform this skill:</i></p>	<ul style="list-style-type: none"> • NAVSUPINST 4030.46, <i>Protection of Items Susceptible to Damage from Electrostatic Discharge</i> • NAVSUPINST 4400.89, <i>Navy Repairable Management Manual</i> • NAVSUPINST 4400.93, <i>Interim Contractor Supply Support for Weapons Systems and Equipment</i> • NAVSUP P-485, Volume I, Chapter 8D • NAVSUP P-545, <i>Depot Level Repairable (DLR) Requisitioning, Turn-in, and Carcass Tracking Guide</i> • OPNAVINST 4790.2, Volume I, Chapters 12 and 18

<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>You can expect to see questions on your examination written toward repairable management in the CCS and Repairable Management Branch (RMB). Questions may include:</p> <ul style="list-style-type: none"> • LRCA pool criteria • DLR shipments and packaging • ATAC • CCS policies and procedures • BCM codes • EI/QDR program • ESD program • SRC/EHR carded components • MAFs for material inductions • Storage concepts for DLRs • DLR inventory requirements • Records retention and carcass tracking
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Part 3

Advancement Handbook for AK1

Advancement Handbook for AK1

General AK Skill Area	Security
A <i>skill</i> you are expected to perform from the General Skill Area above:	Monitor Key Control Procedures and Security of Supply Department Spaces
<i>Knowledge</i> you should have to perform this skill:	<p>You should know how to verify security measures executed by your subordinates. You should know the requirements of supply department offices, work areas, warehouses and storerooms and verify correct application has occurred. You should also know:</p> <ul style="list-style-type: none"> • Supply department space groupings • Key locker access and control • Storeroom material condition inspections • Types and locations of storerooms • Combination padlock policy • Combination control and changing • Master/grandmaster key control
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-485, Volume I, Chapters: 1B, Sections I through III; 4D; and 4E, Sections III and V
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect to see questions on your examination written toward space groupings, key control, security and material readiness inspections of spaces, padlock combination control, and accountable space access and restrictions.

Advancement Handbook for AK1

General AK Skill Area	Customer Service
A <i>skill</i> you are expected to perform from the General Skill Area above:	Determine methods of improving customer service
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall:</p> <ul style="list-style-type: none"> • How to oversee subordinates who deal with customers • How to evaluate the services provided by your section, branch, division or department and determine if there are ways to execute your tasking in a faster, friendlier, and more cost effective way • Response time reports and requisition completion reports and how to analyze them to improve customer service • How to resolve problems that arise from unsatisfied customers and to reach an effective solution for both the customer and your command
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTA 12654, <i>Aviation Storekeeper 3</i>, Chapter 2 • NAVEDTRA 12657, <i>Aviation Storekeeper 1 & C</i>, Chapter 1 • NAVEDTRA 12972, <i>Navy Customer Service Manual</i>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	This subject area will receive limited coverage on your exam. Questions could include discrepancy resolution, customer service operations, and response time reports. You may also see questions on administrative organization and the improvement of services.

Advancement Handbook for AK1

General AK Skill Area	Logistics
A <i>skill</i> you are expected to perform from the General Skill Area above:	Resolve inventory discrepancies
<p><i>Knowledge</i> you should have to perform this skill:</p>	<p>Recall information about inventory discrepancies, to include:</p> <ul style="list-style-type: none"> • Posting inventory results and resolving discrepancies between physical counts and stock record balances • Researching discrepancies and posting gains and losses by inventory • The different types of inventories and the required sampling size, inventory and location validity, and the steps you should take to resolve recurring problems • The mathematical computations used in figuring accuracy rates • The forms, listing, and tools available to assist in inventory reconciliation • Processing inventory losses by survey • The maximum dollar amount of loss the supply officer is authorized to approve
<p><i>References</i> you should study to gain the knowledge you need to perform this skill:</p>	<ul style="list-style-type: none"> • NAVSUP P-485, Volume I, Chapter 6 • NAVSUPINST 4440.115, Physical Inventory Program

<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>You can expect to see questions on your exam that deal with acceptable accuracy rates, sample sizes, LAPs, and general discrepancy resolution; how to determine accuracy rates; the documentation used to adjust stock records when discrepancies exist; how to research discrepancies; the types and frequency of inventories; individual responsibilities; and general program policies and procedures.</p>
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Advancement Handbook for AK1

General AK Skill Area	Technical Administration/Logistics
A <i>skill</i> you are expected to perform from the General Skill Area above:	Monitor supply management reports
<p><i>Knowledge</i> you should have to perform this skill:</p>	<p>You should know how to review various SSC/ASD management reports obtained through manual and automated means that have been validated by subordinates. You should be able to verify these reports for technical accuracy and factual content, to include:</p> <ul style="list-style-type: none"> • Screening for problems associated with delivery times • Screening for common NC/NIS items • Checking for the improper ordering of material • Monitoring overage AWP components • Managing Pool Zero, Pool Critical, and Critical Deficiency Report items • Resolving overdue IOUs • Recognizing and correcting overage status and invalid data • Cross referencing outstanding hi-priority DTO requirements with stock due records for cross-issue candidates • Summarize key indicators • Transcribe data into charts and graphs for presentation to the chain of command • Based on data summarization, you should be able to obtain supply readiness and issue effectiveness statistics for up-line reporting • Draw data from various reports for AMRR inputs

<p><i>References</i> you should study to gain the knowledge you need to perform this skill:</p>	<ul style="list-style-type: none"> • NALCOMIS Desk Top Guide • NALCOMIS Users Manual • OPNAVINST 4790.2, Volume I, Chapters 12 and 18
<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>You may see a very limited number of exam questions in this area. Most questions will deal with report formats and how to deal with common NC/NIS, critical deficiency, and overage AWP problems. You may also see questions on key supply indicator pulse-points, and upper/lower percent limits on pulse-points.</p>

Advancement Handbook for AK1

General AK Skill Area	Logistics
A <i>skill</i> you are expected to perform from the General Skill Area above:	Monitor the receipt and delivery of material
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall:</p> <ul style="list-style-type: none">• How to properly supervise subordinates and working parties in the receipt and processing of stores and material• How to setup staging areas to segregate and strike down stores• How to supervise paperwork receipt, annotation, and distribution to end-users and stock control• IBS and scanner operations including Receipt-in-Process (RIP) and Received onboard (ROB) functions• How to spot check operations to ensure accurate receipt processing and material disposition

	<ul style="list-style-type: none"> • How to supervise a VERTREP or CONREP station team to effectively disburse stores from the staging area to the striking areas • How to package retrograde nets, pennants, and pallets for return to supply ships during UNREP/VERTREP operations • How to supervise material receipt inspections to ensure quality material is received, be able to direct subordinates in the processing of discrepant material, and direct the proper disposition of excess packaging material that accumulates during material striking evolutions • How to supervise the correct storing and battening of stores and material into warehouses and storerooms • The safety requirements for material in storerooms, warehouses, and around material handling equipment • Given a number of anticipated stores, how to use mathematical formulas to estimate material handling equipment requirements and how much time is required
<p><i>References you should study to gain the knowledge you need to perform this skill:</i></p>	<ul style="list-style-type: none"> • DOD 4145.19-R-1, <i>Storage and Material Handling</i> • NAVSUP P-485, Volume I, Chapters 4, 5A: Sections I and II; 5B; and 5D: Sections II and III • NAVSUP P-529, <i>Warehouse Modernization and Layout Planning Guide</i> • NAVSUP P-538, <i>Material Handling Equipment Maintenance Manual</i> • NWP 4-01.4, <i>Underway Replenishment</i> • OPNAVINST 5100.19, <i>Navy Occupational Safety and Health (NAVOSH) Program Manual for Forces Afloat</i>, Chapters C2 and C3

<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>You can expect to see a wide variety of material receiving and disposition questions on your exam. The questions will focus on supervisory level knowledge of material receipts and stowage. Questions will cover receipt paperwork processing and routing, discrepant material processing, scanner operations, and stowage/storeroom safety. You will see questions on quality deficiency reporting requirements, VERTREP/CONREP operations and equipment, and material compatibility in storerooms.</p>
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Part 4

Advancement Handbook for AKC

Advancement Handbook for AKC

General AK Skill Area	Technical Administration
<i>A skill</i> you are expected to perform from the General Skill Area above:	Review the Individual Component Repair List (ICRL)
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall:</p> <ul style="list-style-type: none"> • ICRL and ICRL management policies and concepts, including governing instructions • ICRL responsibilities • Procedures for changes to the ICRL • Capability codes
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVAIRINST 4423.11, <i>Assignment and Application of Uniform Source, Maintenance, and Recoverability (SM&R) Codes</i> • OPNAVINST 4790.2, Volume I, Chapter 18.5 • OPNAVINST 4790.2, Volume V, Chapter 21
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect limited coverage on your exam dealing with SM&R codes and their application to the ICRL. You may see questions on MMCO and supply officer responsibilities, change request procedures, and ICRL capability codes.

Advancement Handbook for AKC

General AK Skill Area	Financial Control
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare budget and operational requirements forecasts
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall:</p> <ul style="list-style-type: none"> • How to use mathematical equations and anticipated operational requirements to determine financial and material requirements • Based on OPTEMPO and administrative requirements, how to submit data for upline reporting of requirements on multi-year fiscal and logistic planning documents
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-514, Volumes 1 through 4, <i>Navy Secondary Item Requirements and Budget Development Manual</i>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	Very little exam emphasis will be placed on this subject as it is generally guided by CinC/TYCOM instruction. You may see questions on governing instructions and budget format.

Advancement Handbook for AKC

General AK Skill Area	Logistics
A <i>skill</i> you are expected to perform from the General Skill Area above:	Monitor Uniform Material Movement and Issue Priority System (UMMIPS) reports
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall:</p> <ul style="list-style-type: none"> • How to monitor UMMIPS standards within your command and for supported units • How to recognize abusive patterns of UMMIPS priorities and recommend corrective action. Specifically, you should know/know how to: <ul style="list-style-type: none"> - Hi limit percentages for issue groups I, II, & III requisitions - Governing instructions - Exceptions and waivers - What commands possess Force Activity Designator (FAD) assignment authority - Timeframes and operational situations that effect FAD upgrades and downgrades - FAD and Urgency of Need Designator (UND) definitions and priority codes
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVSUP P-409, Page 30 • NAVSUP P-485, Volume I, Chapter 3A, Section III • OPNAVINST 4614.1, <i>Uniform Material Movement and Issue Priority System (UMMIPS)</i>

<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>You can expect to see questions on your exam that deal with:</p> <ul style="list-style-type: none"> • Matching Priority Codes to FADs/UNDs • Governing instruction identification • Records retention • Authorized percentages for requisitions • Reviewing requirements for UMMIPS reports • FAD and UND assignment criteria
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Advancement Handbook for AKC

General AK Skill Area	Logistics
A <i>skill</i> you are expected to perform from the General Skill Area above:	Manage the AVCAL/SHORCAL
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall:</p> <ul style="list-style-type: none"> • The concepts and procedures for AVCAL/SHORCAL development • The steps used in formulating allowances and determining outfitting • Processing an AVCAL/SHORCAL from deckload verification and AECL validation through submission and receipt of allowance "add" requisitions and the turn-in of excess/deleted allowances • How to request tailoring, and how to prepare & submit Allowance Change Request-Fixed (ACR-F) to NAVICP • Exclusions from the AVCAL/SHORCAL allowances
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • ARR-100, <i>ASO Allowance Requirement Registers</i>, Pages III-VI • FASOINST 4440.15, <i>Operational Support Inventory (OSI for Ships Utilizing the Aviation Consolidated Allowance List (AVCAL) Process</i> • FASOINST 4441.16, <i>Shorebased Consolidated Allowance List (SHORCAL) Policy, Procedures, and Responsibilities</i> • NAVSUPINST 4442.14, <i>Readiness Based Sparing (RBS)</i> • NAVSUP P-485, Volume I, Chapter 2C, Section III • OPNAVINST 4790.2, Volume I, Chapter 18.9.2 • OPNAVINST 4790.2, Volume III, Chapter 3.5

<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>You can expect questions on your exam that deal with the basic concepts and policies that govern the AVCAL/SHORCAL, to include:</p> <ul style="list-style-type: none"> • Processes and procedures • How the AVCAL/SHORCAL is produced • Individual command responsibilities • Tailoring • Readiness Based Spares (RBS) concept • Exclusions from the AVCAL/SHORCAL • How asset allowances are established • What data sources are used to support allowance quantities
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Advancement Handbook for AKC

General AK Skill Area	Logistics
A <i>skill</i> you are expected to perform from the General Skill Area above:	Monitor the repairables management program
<p><i>Knowledge</i> you should have to perform this skill:</p>	<p>You should recall:</p> <ul style="list-style-type: none"> • How to manage the overall repairables management program, to include the governing instructions, policies, and procedures • How to correct discrepancies in automated and manual repairables management records • How to produce briefs, graphs, and presentations from data transcribed from manual and automated reports • Detailed information about all CCS work centers and their basic procedures • How to properly segregate and stow DLRs • The correct handling and packaging procedures for DLRs including classified material handling requirements, ESD procedures, and the Crown Jewel Program
<p><i>References</i> you should study to gain the knowledge you need to perform this skill:</p>	<ul style="list-style-type: none"> • NAVSUPINST 4030.46, <i>Protection of Items Susceptible to Damage from Electrostatic Discharge</i> • NAVSUPINST 4400.89, <i>Navy Repairable Management Manual</i> • NAVSUPINST 4400.93, <i>Interim Contractor Supply Support for Weapons Systems and Equipment</i> • NAVSUP P-485, Volume I, Chapter 8D • NAVSUP P-545, <i>Depot Level Repairable (DLR) Requisitioning, Turn-in, and Carcass Tracking Guide</i> • OPNAVINST 4790.2, Volume I, Chapters 12 and 18

<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>You can expect questions on your exam that deal with repairable management in the CCS and Repairable Management Branch (RMB), to include:</p> <ul style="list-style-type: none"> • LRCA pool criteria • DLR shipments and packaging • ATAC • CCS policies and procedures • BCM codes • The EI/QDR program • The ESD program • SRC/EHR carded components • MAFs for material induction's • Storage concepts for DLRs • DLR inventory requirements • Records retention and carcass tracking
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Advancement Handbook for AKC

General AK Skill Area	Logistics
A <i>skill</i> you are expected to perform from the General Skill Area above:	Monitor the Controlled Equipage Program
<p><i>Knowledge</i> you should have to perform this skill:</p>	<p>You should recall:</p> <ul style="list-style-type: none"> • How to manage the controlled equipage program, including governing instructions, policies, and procedures • How to verify general records, files, and listings associated with the controlled equipage program and plant/minor property, to include: <ul style="list-style-type: none"> - Procurement policies and procedures - Receipt and custody procedures - Inventory requirements - How to determine what property is classified into each specific group - The definition of terms - Forms and listings - Signature requirements
<p><i>References</i> you should study to gain the knowledge you need to perform this skill:</p>	NAVSUP P-485, Volume I, Chapter 8A
<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>You can expect to see limited coverage of this subject on your exam. Questions could include:</p> <ul style="list-style-type: none"> • Inventory frequency and timeframes • Forms identification • Accountable officer signature requirements and responsibilities • Terms • Identification of what constitutes controlled equipage

Advancement Handbook for AKC

General AK Skill Area	Logistics
A <i>skill</i> you are expected to perform from the General Skill Area above:	Develop and execute plans for the layout and setup of office and warehouse spaces
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall:</p> <ul style="list-style-type: none"> • How to draw out plans for the effective setup and use of office spaces, warehouses, and storerooms • How to analyze material and paperwork flow in a given work center or storage area and use the data to organize desks, files, storage aids, and customer areas to make the most effective use of available floor space
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 12657, <i>Aviation Storekeeper 1 & C</i>, Chapter 2 • NAVSUP P-529, <i>Warehouse Modernization and Layout Planning Guide</i> • NAVSUP P-485, Volume I, Chapter 4E • DOD 4145.19-R-1, <i>Storage and Material Handling</i>, Chapter II
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	Questions could include space requirements for individual clerical workers, files, and workstations; stowage arrangements; height restrictions; safety clearances; lane and aisle widths, and vertical storage usage.

Advancement Handbook for AKC

General AK Skill Area	Customer Service
<i>A skill</i> you are expected to perform from the General Skill Area above:	Monitor the effectiveness of customer service and relations
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall:</p> <ul style="list-style-type: none"> • How to monitor the quality and effectiveness of customer relations within your command • How to recognize and correct shortfalls in service at any customer contact point
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTA 12654, <i>Aviation Storekeeper 3</i>, Chapter 2 • NAVEDTRA 12657, <i>Aviation Storekeeper 1 & C</i>, Chapter 1 • NAVEDTRA 12972, <i>Navy Customer Service Manual</i>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect to see a limited number of questions on your exam regarding customer service. Questions could cover contact points, appearance, mannerisms, cooperation, and recognizing customer needs.

Appendix 1

References Used in This Advancement Handbook

Rating	Short Title	Long Title	Chapters/ Paragraphs	Stocking Point
AK3	DOD 4140.27-M	Shelf Life Item Management Manual	All	Note 1
	DOD 4145.19-R-1	Storage and Material Handling	Chapters 1, 2, 4, and 6	Note 1
	DOD 4500.32-R	Military Standard Transportation and Movement Procedures, MILSTAMP	Chapters 1, 2, and 4	Note 1
	DOD 6050.5-L/LR	Hazardous Material Information System (HMIS)	User Guide	Note 1
	MIL-HDBK-129	Military Marking	All	Note 2
	MIL-STD-129N	Standard Practice for Military Marking	All	Note 2
	NALCOMIS Desk Top Reference		SSC, SRS, RCU, PMU, CCS, DCU, AWP, LRCA, and SSU	Note 3
	NALCOMIS Users Manual		All	Note 3
	NAVAIRINST 4423.11	Assignment and Application of Uniform Source, Maintenance, and Recoverability (SM&R) Codes	All	Note 4
	NAVEDTRA 12654	Aviation Storekeeper 3	All	Note 5
	NAVEDTRA 12972	Navy Customer Service Manual	All	Note 5
	NAVSO P-3013-2	Financial Management of Resources	Chapter 4	Note 6
	NAVSUP P-409	MILSTRIP/MILSTRAP Desk Guide	All	Note 7
	NAVSUP P-484	Supply Afloat Fleet/Field Packaging Procedures	All	Note 7
	NAVSUP P-485	Volume I, Supply Afloat	All	Note 7
		Volume II, Appendices	All	Note 7
		Volume III, Ashore Supply	All	Note 7
	NAVSUP P-502	Packaging of Material: Preservation, Volume I	All	Note 7
	NAVSUP P-503	Packaging of Material: Packing, Volume II,	All	Note 7
	NAVSUP P-504	Preparation of Freight for Air Shipment	All	Note 6
	NAVSUP P-529	Warehouse Modernization and Layout Planning Guide	Chapters 1 through 6	Note 6
	NAVSUP P-538	Material Handling Equipment Maintenance	All	Note 7

		Manual		
	NAVSUP P-572	Joint Service Manual (JSM) for Storage and Material Handling	Chapters 1, 2 I - IV, 3 I - III, 3V, 3 VIII, 4 I - II, 4 V - VI, Appendices, Glossary	Note 7
	NAVSUP P-582	Navy Automated Transportation Data System (NATDS) User Guide	All	Note 7
	NAVSUPINST 4030.55	Packaging of Hazardous Material	All	Note 7
	NAVSUPINST 4200.85	DON Simplified Acquisition Procedures	Enclosures 1 and 3	Note 7
	NAVSUPINST 4400.70	Special Measure Clothing and Footwear, Orthopedic Footwear, Guidons, Streamers, and Flags	All	Note 7
	NAVSUPINST 4440.115	Physical Inventory Program	All	Note 7
	NAVSUPINST 4440.157	MTIS Manual	All	Note 7
	NAVSUPINST 4440.179	Report of Discrepancy (ROD) Manual	All	Note 7
	NWP 4-01.4	Underway Replenishment	Chapter 10	Note 6, 8
	OPNAVINST 4790.2	Volume I, The Naval Aviation Maintenance Program (NAMP), Concepts, Policies, Organizations, Maintenance Support Procedures, and Organizational/Intermediate Level Maintenance	Chapters 12, 14, 15.9, and 18	Note 9
		Volume III, NAMP, Maintenance Data System	Chapter 6	Note 9
		Volume V, Standard Operating Procedures	Chapter 10	Note 9
	OPNAVINST 5100.19	Navy Occupational Safety and Health (NAVOSH) Program Manual for Forces Afloat	Chapters B3, C2, C3, C23, and C24	Note 10
	OPNAVINST 5510.1	DOD Information Security Program Regulation	Chapters 14 and 15	Note 10
	SECNAVINST 4855.5	Product Quality Deficiency Report Program	All	Note 10
	SECNAVINST 4855.6	Navy Quality Deficiency Reporting Program	All	Note 10
	SECNAVINST 5210.11	Standard Subject Identification Codes	Pages i and ii	Note 10
	SECNAVINST 5215.1	DON Directive Issuance System	All	Note 10
	SECNAVINST 5216.5	DON Correspondence Manual	All	Note 10
	SECNAVINST 5500.4	Missing, Lost, Stolen, Recovered (MLSR) Reporting	All	Note 10
	SUADPS-RT Support Procedures	Volume II, Logistics Management Subsystem	Chapters 2 through 6	Note 3

AK2	ARR-100	ASO Allowance Requirement Registers	Pages III and IV, and Introduction	Note 11
	FASOINST 4440.15	Operational Support Inventory (OSI for Ships Utilizing the Aviation Consolidated Allowance List (AVCAL) Process	All	Note 11
	NALCOMIS Desk Top Reference		SSC, SRS, RCU, PMU, CCS, DCU, AWP, LRCA, and SSU	Note 3
	NALCOMIS Users Manual		All	Note 3
	NAVAIR 17	Tool Control Manual	Introduction	Note 4
	NAVAIRINST 13640.1	Naval Aviation Metrology and Calibration Program	All	Note 4
	NAVAIRINST 13650.1	Naval Air Systems Command Aircraft Maintenance Material Readiness List Program	All	Note 4
	NAVSO P-3013-2	Financial Management of Resources	Chapter 4	Note 6
	NAVSUPINST 4030.36	Protection of Items Susceptible to Damage from Electrostatic Discharge	All	Note 7
	NAVSUPINST 4400.89	Navy Repairables Management Manual	All	Note 7
	NAVSUPINST 4442.14	Readiness Based Sparing (RBS)	All	Note 7
	NAVSUP P-409	MILSTRIP/MILSTRAP Desk Guide	All	Note 7
	NAVSUP P-485	Volume I, Afloat Supply	Chapters 1-9	Note 7
		Volume II, Appendices	All	Note 7
		Volume III, Ashore Supply	Chapters 1, 3, 7, and 8	Note 7
	NAVSUP P-545	Depot Level Repairable (DLR) Requisitioning, Turn-in, and Carcass Tracking Guide	All	Note 7
	NAVSUP P-582	Navy Automated Transportation Data System (NATDS) User Guide	All	Note 7
	NTP-3(J)	Telecommunications Users Manual	All	Note 6
	OPNAVINST 4614.1	Uniform Material Movement and Issue Priority System (UMMIPS)	All	Note 10
	OPNAVINST 4790.2	Volume I, The Naval Aviation Maintenance Program (NAMP), Concepts, Policies, Organizations, Maintenance Support Procedures, and Organizational/Intermediate Level Maintenance	Chapters 12 and 18	Note 10

		Volume III, NAMP, Maintenance Data System	Chapter 3.5	Note 10
		Volume V, Standard Operating Procedures	Chapters 10, 13, and 19	Note 10
	SECNAVINST 5210.11	Standard Subject Identification Codes	Pages i and ii	Note 10
	SECNAVINST 5212.5	Records Disposition Manual	Chapters I & II	Note 10
	SECNAVINST 5215.1	DON Directive Issuance System	All	Note 10
	SECNAVINST 5216.5	DON Correspondence Manual	All	Note 10
AK1	DOD 4145.19-R-1	Storage and Material Handling	Chapters 1, 2, 4, and 6	Note 1
	NALCOMIS Desk Top Reference		SSC, SRS, RCU, PMU, CCS, DCU, AWP, LRCA, SSU	Note 3
	NALCOMIS Users Manual		All	Note 3
	NAVEDTRA 12654	Aviation Storekeeper 3	Chapter 2	Note 5
	NAVEDTRA 12657	Aviation Storekeeper 1 & C	Chapter 1	Note 5
	NAVEDTRA 12972	Navy Customer Service Manual	All	Note 5
	NAVSUP P-485	Volume I, Afloat Supply	Chapters 1, 4, 5, and 6	Note 7
		Volume II, Appendices	All	Note 7
		Volume III, Ashore Supply	All	Note 7
	NAVSUP P-529	Warehouse Modernization and Layout Planning Guide	Chapters 1 through 6	Note 6
	NAVSUP P-538	Material Handling Equipment Maintenance Manual	All	Note 7
	NAVSUPINST 4440.115	Physical Inventory Program	All	Note 7
	NWP 4-01.4	Underway Replenishment	Chapter 10	Note 6, 8
	OPNAVINST 4790.2	Volume I, The Naval Aviation Maintenance Program (NAMP), Concepts, Policies, Organizations, Maintenance Support Procedures, and Organizational/Intermediate Level Maintenance	Chapters 12 and 18	Note 9
	OPNAVINST 5100.19	Navy Occupational Safety and Health (NAVOSH) Program Manual for Forces Afloat,	Chapters C2 and C3	Note 10
AKC	ARR-100	ASO Allowance Requirement Registers	Pages III and VI	Note 11
	DOD 4145.19-R-1	Storage and Material Handling	Chapter II	Note 1
	FASOINST 4440.15	Operational Support Inventory (OSI for Ships Utilizing the Aviation Consolidated Allowance List	All	Note 11

		(AVCAL) Process		
	FASOINST 4441.16	Shorebased Consolidated Allowance List (SHORCAL) Policy, Procedures, and Responsibilities	All	Note 11
	NAVAIRINST 4423.11	Assignment and Application of Uniform Source, Maintenance, and Recoverability (SM&R) Codes	All	Note 4
	NAVEDTRA 12654	Aviation Storekeeper 3	All	Note 5
	NAVEDTRA 12657	Aviation Storekeeper 1 & C	Chapter 2	Note 5
	NAVEDTRA 12972	Navy Customer Service Manual	All	Note 5
	NAVSUP P-409	MILSTRIP/MILSTRAP Desk Guide	All	Note 7
	NAVSUP P-485	Volume I - Supply Afloat	Chapters 2, 3, 4, and 8	Note 7
	NAVSUP P-514	Navy Secondary Item Requirements and Budget Development Manual	Volumes I through IV	Note 7
	NAVSUP P-529	Warehouse Modernization and Layout Planning Guide	Chapters 1 through 6	Note 7
	NAVSUP P-545	Depot Level Repairable (DLR) Requisitioning, Turn-in, and Carcass Tracking Guide	All	Note 7
	NAVSUPINST 4030.46	Protection of Items Susceptible to Damage from Electrostatic Discharge	All	Note 7
	NAVSUPINST 4400.89	Navy Repairable Management Manual	All	Note 7
	NAVSUPINST 4400.93	Interim Contractor Supply Support for Weapons Systems and Equipment	All	Note 7
	NAVSUPINST 4442.12	Readiness Based Sparing (RBS)	All	Note 7
	OPNAVINST 4614.1	Uniform Material Movement and Issue Priority System (UMMIPS)	All	Note 10
	OPNAVINST 4790.2	Volume I, The Naval Aviation Maintenance Program (NAMP), Concepts, Policies, Organizations, Maintenance Support Procedures, and Organizational/Intermediate Level Maintenance	Chapters 12 and 18	Note 9
		Volume III, NAMP, Maintenance Data System	Chapter 3	Note 9
		Volume V, Standard Operating Procedures	Chapter 21	Note 9

LEGEND: All Naval publications and instructions are available from the Navy Publications and Forms Center (NPFC) at the NAVICP-Philadelphia via MILSTRIP procedures. A listing of publications & forms as well as their stock numbers are available on the NAVSUP P-2002D. Below is a list of additional sources and stocking points.

Note 1 – DOD instructions available online from <http://web7.whs.osd.mil/corres.htm>.

Note 2 – Military Standards and Military Handbooks are available www.dodssp.daps.mil (note: password set-up is required).

Note 3 – NALCOMIS and SUADPS manuals and publications are available from the Commanding Officer, Navy Management Systems Support Office, 1441 Crossways Blvd, Chesapeake, VA 23320-2843.

Note 4 – COMNAVAIRSYSCOM instructions are available online at www.nalda.navy.mil.

Note 5 – Naval training manuals (TRAMANS) and non-resident training courses (NRTCs) are available online at www.cnet.navy.mil/netpdtc/products.htm.

Note 6 – Available only through MILSTRIP to NPFC.

Note 7 – Available on the Naval Logistics Library (NLL) CD-ROM. Also available online at www.navsup.navy.mil.

Note 8 – Naval Warfare Publications (NWP) are currently under revision. Refer to the old publication number until revision is complete.

Note 9 – OPNAVINST 4790.2 is available online at www.nalda.navy.mil and is also available on its own CD-ROM.

Note 10 – Unclassified OPNAV and SECNAV instructions are available online at <http://neds.nebt.daps.mil/Directives/dirindex.html>

Note 11 – Available at www.navicp.navy.mil